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## CITY OF WICHITA CITIZEN PARTICIPATION PLAN

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Adopted November 8, 1994  
Revised April 18, 1995  
Revised February 6, 1996  
Revised January 6, 1998  
Revised February 7, 2000

### **PREFACE**

The Citizen Participation Plan is the process by which the City of Wichita identifies the policies and procedures to be used to permit citizen participation and involvement in programs/activities under U.S. Department of Housing and Urban Development (HUD) Five-Year Consolidated Plan. The Five-Year Consolidated Plan identifies the City's housing, homeless and community development needs and establishes goals and strategies for addressing those needs, including the use of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) funds. The Plan sets forth the mutual rights, duties and responsibilities of both the City and participating citizens and citizens' groups.

### **CITIZEN PARTICIPATION**

All citizens, including low and moderate income persons, persons living in slum and blighted areas, minorities, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons/agencies and residents of public and assisted housing developments are encouraged to participate in the development and review of the:

- HUD Five-Year Consolidated Plan;
- Annual One-Year Action Plan;
- Substantial Amendments to the One-Year Action Plan or Five-Year Plan; and
- Consolidated Annual Performance and Evaluation Report (CAPER).

Every citizen and citizen group shall be afforded the opportunity to:

- Submit their views through such groups as the District Advisory Boards (DAB), Neighborhood Associations or any other neighborhood or community organization;
- Submit written or verbal comments at formal public hearings or directly to City Departments administering specific HUD programs.

Notices of public hearings, substantial amendments and notification of 15 or 30 day comment periods will be published in the designated official newspaper or newspapers of general circulation.

Copies of the HUD Five-Year Consolidated Plan, the Annual One-Year Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) will be made available for public review at City Hall, the main and all branch libraries, and other designated locations.

Requirements for public comment periods, environmental review, request for release of funds and advertising are as follows:

	Comment Period	Public Hearing	Environmental Review*	Request for Release of Funds*	Advertise in Local Newspaper(s)
Five-Year Consolidated Plan	30 days	No	No	No	Yes
One-Year Action Plan	30 days	No	Yes	Yes	Yes
Identify Housing and Community Development Needs	30 days	Yes	No	No	Yes
Consolidated Annual Performance and Evaluation Report (CAPER)	15 days	Yes	N/A	N/A	Yes
Substantial Amendments (including substantial amendments to the Citizen Participation Plan).	30 days	No	**	***	Yes
Non-substantial Amendment	None	No	No	***	No

\* Public comment periods for Notice of Finding of No Significant Impact (FONSI) and notice of intent to Request Release of Funds (RROF) will be issued concurrently and require a 15 day comment period unless there are exceptional circumstances which then would require a 30 day comment period.

\*\* Environmental findings may be re-evaluated as necessary.

\*\*\*Activities that are Exempt or Categorically Excluded from an environmental assessment do not require a request for release of funds.

#### Substantial Amendment:

- A change in the use of CDBG, HOME or ESG funds from one eligible activity to another.
- The addition of a new eligible activity.
- A change that exceeds 20% of the annual grant amount of any funding component.

Written comments received during the 15/30 day comment periods and comments received at the public hearings will be considered prior to preparing the final consolidated plan, before the substantial amendment is implemented or before submitting a performance report on the consolidated program to HUD.

## **PUBLIC HEARINGS**

Public hearings will be convenient for citizens to attend, accessible to persons with disabilities and properly publicized. At least two public hearings per year will be held to:

- identify housing and community development needs;
- review development of proposed activities; and
- review program performance of grant funding.

## **ACCESS TO MEETINGS**

The City will provide timely notification of local meetings and public hearings. Notice will be made at least one week in advance for public hearings.

Notices of public hearings and other meetings pertaining to development of the Five-Year Consolidated Plan, the One-Year Action Plan and the Comprehensive Annual Performance Report may be provided through:

- Publication of notices in the official designated newspaper or newspapers of general local circulation;
- Publication in other local publications or on the City's Web page;
- Notifying the District Advisory Board;
- Making notices available to community organizations and at public facilities such as libraries and community centers;
- Notification through cable TV Channel, or through the City's Public Affairs Office.

Notices will contain information on day, time, place, and purpose of the public hearings/meetings.

Meetings and public hearings will be held in facilities accessible to persons with disabilities.

An opportunity to speak at meetings and public hearings is afforded those desiring to do so within the meeting protocol established.

## **ACCESS TO INFORMATION**

Citizens, public agencies and other interested parties will be given the opportunity to receive information, review and submit comments on any proposed submission regarding the Five-Year Consolidated Plan and annual use of funds under the programs. A summary of the proposed Five-Year Consolidated Plan will be published to afford citizens 30 days for review and comment. Written comments will be considered prior to adopting the plan.

Citizens will be invited to comment on needs and strategies pertaining to the Five-Year Consolidated Plan or, any program included within the scope of the Five-Year Consolidated Plan, prior to submission of the Five-Year Consolidated Plan to HUD.

Citizens will be provided information on the amount of funds available (annually) under the programs covered by the Five-Year Consolidated Plan, the range of activities that may be undertaken, and the estimated amount that will be low/moderate benefit.

Information pertinent to the Five-Year Consolidated Plan, One-Year Action Plan or Comprehensive Annual Performance Report is available during regular business hours between 8 a.m. and 5 p.m., Monday through Friday, in the Grants Coordination Office, and/or in the offices of designated city departments administering programs covered by this plan;

The City will provide written responses to complaints and grievances within fifteen (15) working days of receipt, where practical.

### **DISPLACEMENT**

The City intends to undertake activities with funds covered by the Five-Year Consolidated Plan that minimize displacement of persons. In the event displacement occurs, the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended will be followed. Persons displaced will be provided information on their rights and benefits, and will receive referrals for comparable replacement housing in adjacent neighborhoods. All payments will be in accordance with HUD regulations implementing the Uniform Act.

### **TECHNICAL ASSISTANCE**

The City will be provided technical assistance to low, very low, and poverty income individuals or organizations in developing proposals for funding. City staff will also provide technical assistance to grant recipients to ensure compliance with federal rules and regulations.

### **CITIZEN REPRESENTATION**

The District Advisory Board (DAB) is an appointed body for each City Council district with advisory responsibilities to their respective City Council member. DAB responsibilities include but are not limited to:

- Review and advise the District Council member on capital improvements, planning, etc.
- Review and make recommendations on local traffic concerns.
- Serve as an informational exchange and make recommendations to the District Council member on zoning and land use matters.
- Establish an effective method to disseminate and communicate information of interest to residents of the District.
- Advise the District City Council member on appointments to City advisory boards/commissions.
- Work closely with neighborhood organizations, homeowners associations and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community.
- Serve as a vehicle for citizen involvement, education and input; and a forum for citizens to provide comments and direction to address issues of concern for the District and community.

The DAB consists of six eleven-member boards located in each of the City Council districts. Each Council district contains approximately one sixth of the City's population, with DAB boundaries coinciding with City Council district boundaries. DAB board members are appointed by the respective district's Council member.

A formal review process will be established through a Grants Review Committee (GRC) comprised of representatives from the District Advisory Boards and the community at large. This Committee will be comprised of twelve (12) members: four DAB members designated from City Council Districts (four total); two from Wichita Independent Neighborhoods' Association; one from United Way; one from Sedgwick County Manager's office; one from USD 259 Superintendent's office, one from Wichita State University President's office; one representative from large business, and one representative from small business. The Committee will review HOME and ESG funding applications and submit funding recommendations to the City Council. Nothing herein will preclude the Committee from considering comments from their respective organizations.

The GRC will also hold a public hearing to solicit citizen comments on the City's housing and community development needs.

## **BILINGUAL OPPORTUNITIES**

The City will accommodate the needs of non-English speaking citizens for participation in development/review of the Five-Year Consolidated Plan, the One-Year Action Plan and Consolidated Annual Performance and Evaluation Report by publishing public notices in minority and non-English newspapers (as appropriate); and providing translations of summaries and interpreters for public hearings, upon request.